

# IBCM Equal Opportunities Policy

## **1.0 Purpose**

International Business College Manchester is a college of further and higher education which seeks to provide an enjoyable and rewarding learning experience for all those who participate in a programme of study. Every student will have equal opportunity to enrol on a study programme and progress on that programme. Every student has the right to respect for their own background and culture and, equally, must provide the same respect to others.

- The purpose of this policy document is to communicate IBCM's commitment to Equal Opportunities and good relations, to promote respect, equality and diversity within the College and to outline the mechanisms for dealing with any breaches of this policy.
- The commitment to equality of opportunity is a fundamental policy that pervades all college activities and is endorsed by the Governing Body.

## **2.0 Scope**

- This policy document covers all participants on IBCM programmes, whether full or part time attendees, or those undertaking blended or distance learning programmes.
- The policy also applies to staff and visitors to IBCM (specific responsibilities of the College towards its staff in terms of recruitment, employment and training etc are dealt with in the staff handbook)
- The policy covers all behaviour by individuals including when using online platforms such as the Virtual Learning Environment (Moodle), emails and social media.

## **3.0 Responsibilities**

### **Students**

- All students have the responsibility to treat one another with respect and dignity and to comply with all legal and organisational requirements in terms of equality and diversity

### **IBCM Managing Director**

- The Managing Director has overall responsibility for the implementation and monitoring of this policy and for ensuring all relevant procedures in the respect of any breach of the policy are followed.

### **IBCM Principal**

- The Principal has operational responsibility for implementation of this policy and will work with the Quality Manager in the analysis of data collected. The Centre Manager will follow up any concerns raised in respect of policy breaches.

### **IBCM Academic & Quality Manager**

- Has responsibility for reviewing this policy in liaison with the Principal and Management team and for the analysis of data collected.

### **IBCM Staff**

- All staff at IBCM have responsibility for understanding and implementing this policy, for collecting and providing relevant data & information, and reporting any concerns to Management.

## **4.0 Commitment**

IBCM is committed to the elimination of unlawful discrimination and to the promotion of equal opportunities for all. We will ensure to the best of our ability that neither students or staff are discriminated against, either directly or indirectly treated less favourably or face any harassment or victimisation in relation to any of the 9 Protected Characteristics:

- Gender
- Age
- Race
- Disability
- Religion or belief
- Pregnancy/Maternity
- Marriage or civil partnership
- Sexual orientation
- Gender reassignment

Nor in relation to any other physical or social characteristic/circumstance including:

- Family responsibility
- Social status
- Nationality, ethnicity, culture and background
- Physical appearance
- HIV status
- Unrelated criminal convictions

#### 4.1 Student Experience

- We will treat all college users with respect and dignity
- We will seek to make any reasonable adjustments to our premises to ensure access for people with disabilities
- We will not tolerate discrimination or bullying of any kind towards either students or staff members and we will take disciplinary action in any instance that discrimination is proved.
- We will always seek to provide equality in our education and training, this includes;
  - The recruitment and enrolment of all students and staff
  - The curriculum content and delivery
  - Teaching and learning methods and materials
  - Assessment and Internal Quality Assurance

#### 4.2 Student Recruitment

- IBCM will endeavour to ensure that appropriate publicity reaches all groups in the community, enabling the widest possible recruitment base.
- The process for gaining admission to IBCM programmes will be clearly expressed and structured to allow ease of access to all students throughout the year, where possible.
- Prospective students will be offered support and guidance at all stages.
- During the admissions process, students will be invited to indicate details relating to their ethnic origin, any additional learning needs and any special educational needs. This information will be used only for the purposes of providing support, for monitoring and as a reference when considering necessary modifications to the curriculum, marketing activities, buildings and equipment.
- Students with additional learning needs and special educational needs will be given the opportunity to discuss ways of overcoming any problems of access (including access to the curriculum and should be actively involved in problem solving
- No IBCM employee will discriminate unfairly, directly or indirectly in the guidance and recruitment of students
- Eligibility for each course/learning programme will be clearly stated and adhered to for the purposes of selection and applicants who are unsuccessful are entitled to ask for the reasons why their application has been unsuccessful (see admissions policy)
- All students and potential students will be made aware of available support for students with additional learning needs, along with study support, counselling and guidance services

### **4.3 Curriculum**

- Handbooks, Schemes of Work and all other teaching and resource materials will be regularly reviewed to ensure that they do not discriminate directly or indirectly against any student group.
- Programmes will be accessible to as wide a range of students as possible, by enhanced flexibility in both delivery and timing.
- The College will look at ways of modifying teaching delivery to allow access to individuals with additional learning needs or special educational needs.
- Procedures and arrangements for assessment and IQA will, wherever practicable, be flexible and responsive to the needs of the whole range of students attending IBCM.

### **4.4 IBCM Environment**

- IBCM is committed to providing a positive, supportive and fully inclusive environment for all those who participate in educational programmes at the college.
- By adapting and modifying the environment and facilities where appropriate, IBCM will strive to make students, staff and visitors feel welcome at all times
- IBCM will comply with the requirements of all current legislation relating to the access rights of people with disabilities
- IBCM will make all reasonable adjustments to ensure that students with specific needs are able to access the facilities, resources, teaching and assessment and fully participate in college life (see Reasonable Adjustments policy)
- Offensive material of a discriminatory nature will not be displayed in any part of the college.
- All communications and publications (internal and external will not use language or images which are potentially discriminatory against any group or individual

### **5.0 Implementation**

The Board of Governors will oversee the implementation of this policy via the Management Committee.

All staff working at IBCM have a responsibility to accept personal involvement in the application of this policy and for taking action if they witness any behaviour or language which is not in keeping with this policy.

## 5.1 Communication

- The Board of Governors at IBCM will be responsible for ensuring that the policy is cascaded through the Management Team to all staff working at IBCM.
- The policy must be communicated to all students and staff have the responsibility of ensuring that this happens, primarily at the student's induction session.

## 5.2 Monitoring

- The Board of Governors will ensure that the strategic plan for IBCM has a commitment to equality and that reviews are conducted on student equality, diversity and widening participation and that relevant targets/impact measures are set and monitored.
- Regular collection and analysis of data is important in ensuring that IBCM can monitor the effectiveness of this policy. This means that information will be collected from staff and students including gender, ethnicity, nationality, age/date of birth, marital status, religious belief, nationality. Students are not required to provide this information, but it will help IBCM to ensure that it is not directly or indirectly discriminating in how it delivers its services.
- All information gathered will be stored securely and treated in the strictest confidence.
- Information will not be used to make a decision about suitability for a course of study, nor will it be used by tutors at any stage to influence assessment or results.
- Information will only be used for equality monitoring so in general composite data will be required and therefore individuals will not be identifiable.
- Management will provide the Governing Body with the results of data collection, which will inform self-assessment processes and improvement plans.

## 5.3 Reporting

- Any student, visitor or client who feels they are being discriminated against for reason of disability, gender, ethnic origin, religion or culture, age, socio-economic group or sexual orientation should raise the matter informally or formally, as appropriate, with one of the teaching staff or the IBCM Welfare Officer in the first instance.
- The student Feedback and Complaints Policy and procedure is available for any case of alleged discrimination against students.
- All complaints will be taken seriously by the person receiving them and the appropriate process will be followed to respond to the complaint (as detailed in the Complaints Policy)

## **6.0 Reference Points**

The following policy and procedure documents support the information in this policy:

- IBCM Feedback and Complaints Policy and procedures
- IBCM Appeals Policy
- IBCM Reasonable Adjustments Policy
- IBCM Disciplinary Policy
- IBCM Student Welfare Policy
- Student Handbook

## **7.0 Version History**

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